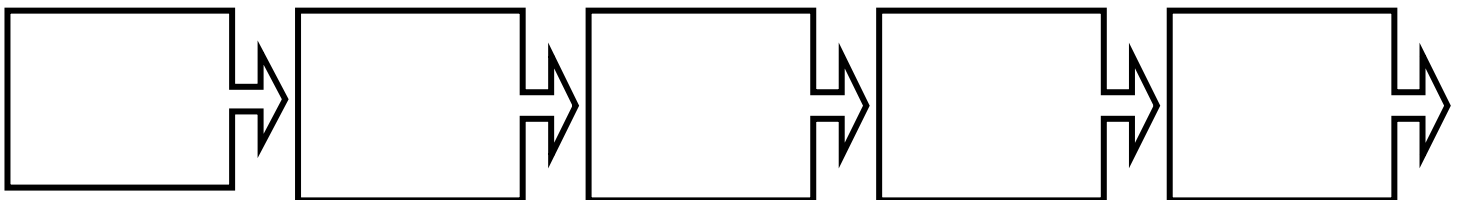


# PROGRAM PLANNING AND EVALUATION

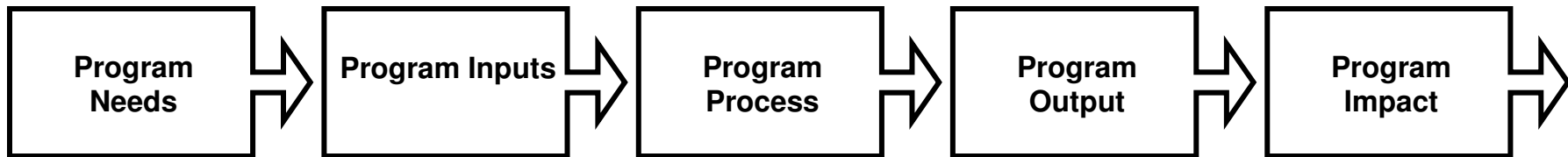
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1. Program Evaluation is a \_\_\_\_\_ of gathering objective evidence about a program and using that evidence to make judgments about the \_\_\_\_\_ or \_\_\_\_\_ of the program.
2. Evaluation is all about the \_\_\_\_\_ .
3. Evaluation is NOT \_\_\_\_\_ or \_\_\_\_\_ .
4. When to conduct an evaluation?
5. What funders want to know:
6. Why evaluation is important to funders?
7. PROGRAMS are made up a series of \_\_\_\_\_ .
8. LOGIC MODEL



# Linking Program Planning to Evaluation

## Logic Model



## Program PLAN

Program Goals	Program Resources	Program Activities	Program Event	Program Results

## Evaluation PLAN

Evaluation Goals	Evaluation Resources	Evaluation Activities	Eval Implementation	Evaluation Results
What do I want to Accomplish With this evaluation?	What Resources do I need for this Evaluation?	What activities should I document as we go?	During the event what tools and instruments should I use?	After the Event what Evaluation results will I need?
<p>Connect questions to goals &amp; objectives</p> <p>Questions need to be</p> <ul style="list-style-type: none"> <li>• Measurable &amp; feasible</li> <li>• Significant</li> <li>• Focused</li> <li>• Assessable</li> </ul> <p>Key Questions:</p>	<p>Funds</p> <p>People</p> <p>Participants</p> <p>Observers</p> <p>Data collectors</p> <p>Locations</p> <p>Time</p> <p>Info: rules &amp; regulations, standards</p>	<p>One of the activities will be to identify indicators</p> <p>What specifically am I looking for?</p> <ul style="list-style-type: none"> <li>• Behaviors</li> <li>• Performance</li> <li>• Results</li> <li>• Opinions</li> <li>• Attitudes</li> </ul>	<p>Focus groups</p> <p>Surveys</p> <p>Observation</p> <p>Interviews</p> <p>Demographics</p> <p>Documentation &amp; Work Samples</p> <p>Journals</p> <p>Reflection</p>	<p>Data is collected and evidence gathered</p> <p>Involve your participants</p> <p>Tools or instruments are rolled out</p> <p>Data is collected and organized.</p> <p>Evaluators submit reports.</p> <p>Collection of information needed for final report</p>

## Evaluation REPORT

Goals	Resources	Activities	Events	Results
How well did this Program meet its Goals?	Did we collect the right resources and use them efficiently?	Did we work effectively to implement this program?	What do the tools and instruments show about the success of this event?	What do the tools and instruments show about the short- & long-term results?

### Evaluation report outline:

1. Purpose & Key Questions (what)
2. Goals and indicators
3. Methodology / process
  - a. When
  - b. Where
  - c. How
4. Analysis
  - a. key observations & findings
5. Summary and Conclusions

## Program Evaluation Process

<b>Planning</b>	<ol style="list-style-type: none"><li>1. Describe your program</li><li>2. Develop evaluation questions</li><li>3. Identify evidence</li><li>4. Choose evaluation methods</li><li>5. Design and plan the evaluation</li></ol>
<b>Implementation</b>	<ol style="list-style-type: none"><li>6. Collect evidence, employing methods in step 4</li><li>7. Analyze and interpret the evidence</li><li>8. Synthesize what you have learned and draw conclusions</li></ol>
<b>Conclusion</b>	<ol style="list-style-type: none"><li>9. Report your findings</li><li>10. Apply your findings</li></ol>

## Bibliography

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# PROCESS EVALUATION WORKSHEET

**What worked and CAN be changed:**

**What worked and CANNOT be changed:**

**What DID NOT work and CAN be changed:**

**What DID NOT work and CANNOT be changed:**